

Court of Appeals of Indiana
1.05(d) - Job Descriptions for Court Administration

Administrative Aide – Staff Attorneys / Motions
October 5, 2009

I. Duties

Incumbent supports staff attorneys through a variety of tasks. Areas of responsibility include: 1) Data base record keeping; 2) Review, prioritize, and assign motions to staff attorneys; 3) Perform extensive research on case background; 4) Prepare orders for daily motions and motion panel matters; 5) Draft letters and responses to communications and motions; 6) Interpret the Clerk's on-line docket, including two county on-line systems, Dox-Pop and Civic Net; 7) Working knowledge or knowledgeable of the Indiana Appellate Rules; 8) Oral and written communications with judges, attorneys, and the public; and, 9) Generate statistical reports.

Motions

- Review all incoming motions (average of 200 per week) for timeliness and for compliance with the Indiana Appellate Rules.
- Check Clerk's on-line docket to set priority of motions prior to assignment to staff attorneys.
- Initiate/Answer correspondence and telephone inquiries as to motions.
- Research case background on motions.
- Prepare motions for signature by Chief Judge.
- Copy orders and prepare files for transmission to Clerk's Office/Judge's Office.
- Maintain an accurate filing system for orders and Motions Panel Memoranda.

Computer Skills

- Work with Microsoft Word, Excel, Power Point, and Adobe Acrobat/scan software programs.
- Data entry for all incoming motions.
- Secure information and printouts from Clerk's on-line docket for motions.
- Secure case history from other venues.
- Set up and maintain templates for orders, memos, and letters.

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Record Keeping

- Maintain filing system for orders, motions panel memoranda, correspondence, pending appellee's Motions to Dismiss, permissive interlocutory appeals, successive petitions for post-conviction relief, miscellaneous pending motions, motions held for a response, and defective motions.
- Maintain written records on appellee's motions to dismiss, permissive interlocutory appeals, and successive petitions for post-conviction relief.
- Enter date into computer for the Clerk's on-line docket.
- Gather statistical information from all motions and prepare the monthly motions summary.

II. Job Requirements

- Knowledge and skills typically acquired through paralegal training or related work experience.
- Ability to communicate effectively both orally and in writing.
- Working knowledge of the Indiana Appellate Rules, including chronology for predicate filings for motions.
- Strong data processing skills; particularly experience in use of Word, Excel, Adobe Acrobat, and other database environments.
- Ability to quickly learn and apply legal principles.
- Ability to research background information for use in draft orders.

III. Responsibility

Incumbent reports directly to the Deputy Administrator/Chief Staff Attorney, and works closely with administrative staff. Incumbent performs duties in a timely and appropriate manner.